



To: Assistant Superintendents and Principals
From: Tim McKenna, Deputy Chief of Accountability
Date: February 26, 2024
Subject: Principal Requirements Related to the Administration of Keystone Examinations

Following the policies and procedures determined by the Pennsylvania Department of Education (PDE) and the School District of Philadelphia (SDP) is essential for an accurate administration of the Keystone Examinations. To protect the integrity of the testing process and the personnel involved in the process and to ensure adherence to policies and procedures, principals are held responsible for a number of associated tasks detailed below.

Principals are required to do the following:

1. **Attend a turn-around training** conducted by the Testing Coordinator (TC). Principals must be trained at least once each school year. Principals should attend the training for the Spring Keystone if their school is participating in Spring keystones. The turn-around training for Spring keystones is set to occur on 3/8/24.
2. **Complete all four School Assessment Coordinator and Test Administrator training modules and pass the quiz with a score of 80%** on www.pstattraining.net. The [PSTAT Help Guide 2023-2024](#) provides registration directions. These modules must be completed once each school year, *before* the test window begins.
3. **Execute the responsibilities detailed in [Test Security Certification SAC and Principal](#).**
4. **Send home the following four documents at least three weeks prior to the beginning of the respective test window** (by 12/20/23 and again by 4/29/24 for the Winter and Spring windows respectively):
 1. PDE's [Information for Parents FAQ Keystone 2024](#). (The "opt-out" procedure is explained in this document as the response to "May parents see the assessments/Keystone Exams?")
 2. PDE's prohibition of electronic devices letter ([Electronic Devices PDE](#)).
 3. Office of Assessment's [PSSA-Keystone Accommodations Overview for Parents 2023-2024](#).
 4. Customized school cover letter that provides context for the documents above and includes *all* information on the [Parent Information Letter Template](#) and articulates your school's specific consequences for any electronic device infractions that may occur.

Translations will soon be available on the [Keystone Resources for the Field folder](#).

5. **Support the TC with test security and with *before, during, and after* administration activities.** Support includes providing the time or assistance necessary to complete all tasks associated with Keystone administration. [Test Coordinator Release Recommendations](#) estimates the TC time commitment.
6. **Execute the responsibilities detailed in [Parental Request to View PSSA-Keystone-PASA District Protocol 2023-2024](#).**

The above documents are all available here:

https://drive.google.com/drive/folders/1ap7eheLRpKFi01TlrWwAP_42JIA-rxPf?usp=share_link

Please e-mail assessment@philasd.org with any questions.